All panelists and FACA meeting participants must register for their meeting in the FastLane Travel and Reimbursement system prior to the day of the meeting. To access the Travel and Reimbursement System go to the Research.gov home page at https://www.research.gov. You may view the Tips for Reviewers video for additional guidance: https://tipsforreviewers.nsf.gov.

1. From the Research.gov home page, click on the “Panelist Functions” hyperlink to be navigated to the “Panelist Functions” page.

2. In the Log In section on the Panelist Functions screen, do the following:

   - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
   - In the **Panelist Last Name** box, type your last name.
   - In the **Password** box, type your password.
   - Select the **Login** button.

   **Note:** If you lose or forget your password, you can contact your program office to request another temporary password be sent to you via email.
3 After you’ve logged in, you will be directed to a page titled Panelist System Selection. Scroll down to the “Click to work on:” menu at the bottom of the page.

Select Travel and Reimbursement from the menu.

4 You will be directed to a page titled Travel and Reimbursement | MAIN.

There are two steps to the meeting registration process. In Step 1, you will answer the Participant Registration Questions. In Step 2, you will verify your personal banking information and provide travel details, if applicable.

Note: NSF has created a Reviewer Orientation Briefing video to assist you in completing the proposal review process. Click on this button to view this video first if you have not viewed it in the past 12 months. Otherwise, skip to Step 1 of the registration process. Click on the link labeled Step 1 “Participant Registration Questions.”

5 After clicking on the link for Step 1, you will be directed to the Participant Registration Questions where you will complete the Participant Registration questionnaire. Please answer all questions truthfully and certify by clicking on Continue. In Step 2, in the screens that follow, if applicable, you will be asked to verify your Social Security Number and provide personal contact information and banking information. This information is required so that NSF may process your reimbursement/compensation.

Note: For more detailed instructions about registering using FastLane Travel and Reimbursement, go to FastLane Help at https://www.research.gov/common/attachment/Desktop/FastLane_Help.pdf and select Travel and Reimbursement from the interactive table of contents.